

SECRET

30 March 1966
SG-66/181

Recd - 4/5/1966

MEMORANDUM FOR: Chief, Records Administration Staff

50 April 1966

THROUGH : Chief, Records Integration Division

SUBJECT : Secure Storage of [] microfilm

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1. [] (DDP/RID) microfilm is now kept in unlocked 3-way combination safes at the Records Center. It is requested that henceforth these safes be assigned combinations and kept locked as an additional security precaution.

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2. Incidentally, this requirement will not impose additional workload on Records Center personnel. We anticipate, at most, one request per month for a reel of microfilm over the next year.

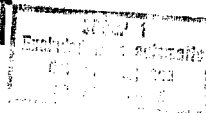


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Chief, DDP Systems Group

cc - C/RID
CI/MRO
C/OS/Phys SD

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